



Department of Corrections

**NOTICE OF CHANGE TO
DEPARTMENT OPERATIONS MANUAL**

**Chapter 4, Article 45, Information
Security**

**Transmittal
Letter Number:**

03 - 06

Revision Date:

December 5, 2003

The purpose of this document is to provide all Department Operations Manual (DOM) holders with information regarding revisions to Chapter 4, Article 45, Information Security. Due to technological changes in information processing services, and the resulting need for increased information security, there have been significant modifications to this article as it appears in the DOM. This revision draft now incorporates updated information to Article 42, Modem Policy, and Article 44, General Information, both located in Chapter 4. These articles will be deleted as they appear in the DOM. It is also noted that previously Article 45 was not cleared for use pursuant to Notice of Change to DOM, Transmittal Letter #00-01 dated July 11, 2000. A Regulatory Impact Determination has now determined that this article is cleared for use throughout the Department. Additionally, this revision draft now supercedes Director's Memo dated May 8, 2000, regarding the prohibition of hand-held computers within secure perimeters.

The revision to Article 45 includes new policies as they relate to e-mail and the retention of electronic documents. Revisions to existing policies include reportable information security incidents, confidential or sensitive information on workstations, file transfers, security controls of teleprocessing equipment, inmate use of computers, and passwords. A number of minor revisions were made throughout the Article to eliminate dated and outmoded material, as well as including references to current technological configurations such as cellular phones, hand-held computers and other wireless devices.

Please inform all persons concerned of the contents of this notice, which shall be maintained and the information contained in this document utilized until it is incorporated into the next updated DOM. Please direct any inquiries to Rick Grenz, Chief, Regulation and Policy Management Branch, at (916) 322-9702.

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Attachments